

APPENDIX A

S: 27 Mar 00

S: 14 Apr 00

13 Mar 00

CEHR-D (600-85)

MEMORANDUM FOR COMMANDERS/DIRECTORS, USACE COMMANDS AND STAFF PRINCIPALS, HQUSACE

SUBJECT: Drug Free Workplace

1. References:

a. AR 600-85, 21 Oct 88, Alcohol and Drug Abuse Prevention and Control Program.

b. Memorandum, CEHR-D, 28 Apr 97, subject: Drug Free Workplace (Encl 1).

c. Memorandum, CEHR-D, 15 Aug 97, subject: Drug Free Workplace (Encl 2).

2. Executive Order (EO) 12564 mandates a Federal Drug Free Workplace. AR 600-85 prescribes policies and procedures to implement the objectives of the EO.

3. The Corps of Engineers, while ensuring employee assistance programs at local levels, never instituted a command-wide Alcohol and Drug Abuse Prevention and Control Program, to include random drug testing. This issue became paramount because the Corps operates vessels under the provisions of a 1969 memorandum of agreement for inspection and certification with the Coast Guard. The Coast Guard will issue Certificates of Inspection when vessels are found to comply with applicable Coast Guard statutes and vessel inspection regulations that require a random drug testing program.

4. The Office of the Deputy Chief of Staff for Human Resources, in partnership with the Office of the Deputy Commanding General for Civil Works, has analyzed the process to implement a random drug testing program within the Corps. AR 600-85, Change 3, paragraph 5-14b, identifies 12 categories of testing designated positions (TDPs) based on their critical safety or security responsibilities. Since these categories did not include many Corps-specific positions, a request was forwarded through DA and DoD to the Department of Health and Human Services (HHS) for approval of additional TDPs. (See Encls 1 and 2. The enclosures to these documents are not attached.) We anticipate approval from HHS shortly. It is now time to push forward toward implementation of our random drug testing program. Our target date is 1 Oct 00.

5. During the HR Bottom-Up Review briefing to the Chief in Mar 99, he directed that the random drug testing program not be centrally funded and that each Corps activity pay their own costs for local administration of the program and testing. Headquarters will be responsible for policy development and guidance while all operational aspects of the Federal Drug Free Workplace program, to include random drug testing, will be delegated to the field. Commanders of MSCs will administer the drug testing program within their area of responsibility. The Director of HECSA will be responsible for HQUSACE, HECSA and other support activities. An agreement will be established with the Department of the Interior (DOI) to ride their collection, medical review and laboratory analysis contracts.

6. Commanders of MSCs and the Director of HECSA must ensure the following start-up tasks are accomplished by the dates indicated. See Encl 3 for reporting requirements.

a. Identify a Drug Program Coordinator in HECSA and in each MSC and district to administer the drug testing program. This should be accomplished NLT 27 Mar 00.

b. Identify positions that meet the Army-wide TDP criteria specified in Change 3 to AR 600-85, 26 Apr 99, paragraph 5-14b (reference 1.a.) and those that meet the Corps-specific TDP criteria (Encl 4). This should be accomplished NLT 14 Apr 00.

c. Obtain funding to support drug testing beginning 1 Oct 00.

7. Enclosure 3 contains details of the 'next steps.' Additional implementing guidance on annotating position descriptions, coordination with CPOCs, and funding, as well as Corps of Engineers drug testing procedures will be provided.

8. You are reminded that this information should be shared with appropriate exclusive representatives for bargaining unit employees through Labor Management Partnership Councils or meetings with labor unions prescribed by negotiated agreements for the purpose of exchanging information that may impact bargaining units.

9. For additional information or assistance, please contact Nancy Stragand, CEHR-D, (202)761-1698, DSN 763-1698. Funding questions should be directed to Cathy Hille, CERM-F, (202)761-1926, DSN 763-1926.

FOR THE COMMANDER:

4 Encls
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CF: USACE HROS/CPAC Chiefs

/s/
RUSSELL L. FUHRMAN
Major General, USA
Deputy Commander